



**ACADEMIC COORDINATING COMMISSION  
Meeting Minutes of November 18, 2014**

**Call to order:** ACC Vice Chair Tracy Thorndike called the meeting to order at 4:03 pm, welcoming a total of 17 attendees (roster attached).

**Minutes:** ACC Minutes of October 28, 2014 were approved as written.

**REVIEW OF CURRICULUM MINUTES:**

#	Committee	Date	Actions	Minutes prepared by
9	Recruitment, Admissions, Support Committee (RASC)	5/16/2014	ACCEPTED	S. Flaherty / A. Cantlon
10	Fairhaven College CC	10/15/2014	ACCEPTED	J. Reynoso
11	Fairhaven College CC	10/29/2014	ACCEPTED with comments and correction. <sup>1,2</sup>	J. Reynoso
12	Committee on Undergraduate Education (CUE)	10/16/2014	ACCEPTED	L. Ramhorst
13	Woodring College of Education CC	10/24/2014	ACCEPTED	C. Teshima
14	College of Humanities and Social Sciences (CHSS)	10/30/2014	ACCEPTED with comments and corrections. <sup>1</sup>	K. Kolb Ayre
15	International Programs Advisory Committee (IPAC)	10/30/2014	ACCEPTED	K. Mantello

<sup>1</sup> All comments and corrections recommended in "[Registrar/Catalog Office Comments to Curriculum Minutes – ACC Meeting Date: Nov 18, 2014](#)" accepted.

<sup>2</sup> Page 4 (Diversity in Higher Education Minor): Hyperlink underlining makes it difficult to discern copy changes when reviewing printed minutes. Please modify formatting of hyperlinks in curriculum minutes to eliminate underlining.

**ACTION ITEMS:**

**Repeated Course Grading and Grade Replacement:** Steve VanderStaay, *Vice Provost for Undergraduate Education*, presented a brief overview of the history of Western’s decision not to allow grade replacement for students repeating courses. The policy was originally implemented because faculty thought it would help discourage retakes, but it has proved unpopular with students, parents, and Financial Aid. An analyst in Student Outreach Services has been looking at the consequences and benefits of the policy and has recently issued a report. Commissioners discussed the desirability of having ACC consider the report and topic and asked questions about the impact that a policy change might have upon financial aid rules. VanderStaay noted that it has been difficult to create a mathematical model demonstrating whether a policy change would be likely to result in a higher or lower number of repeated courses, and methodological suggestions about how such a model might be created are welcome.

Commissioners **passed a motion to review** the grade replacement report before making a decision regarding ACC’s collective desire to consider acting upon it (forwarded by David Rossiter, seconded by Amber Bone, 9 votes in favor, 1 abstention).

**Policy for Excused Absences:** Following the October 28<sup>th</sup> presentation to ACC by Kunle Ojikutu, *Assistant Vice President for Enrollment and Student Services*, and Emily Gibson, M.D., *Student Health Center Medical Director*, regarding written medical excuses for class absences and the burden that providing them places upon the Student Health Center, commissioners conducted informal surveys of constituents to determine how faculty members felt about the possibility of discontinuing the availability of medical excuses from the Student Health Center. Many faculty members were seen as having been unaware that a student does not have to be seen by a practitioner at the Student Health Center in order to obtain a written excuse, and it was suggested that ACC might consider distributing information about any change to Health Center policy along with clarification of past practices and suggestions about other means by which faculty might consider attempting to address and discourage potential problems with absences.

Commissioners stated that they did not wish to change academic rules granting authority for attendance policies to faculty and expressed reluctance to formally endorse the recommendation of the Health Center. Several voiced the opinion that a decision on the part of the Student Health Center to discontinue the availability of medical excuses for missed classes would not require a change to existing academic policies administered by ACC, though commissioners expressed appreciation for the Student Health Center's communication upon the topic. A **motion** to request the drafting by Mark Kuntz of informal communications to faculty with background on medical excuses and their impact (forwarded by Doug Clark, seconded by David Rossiter) **passed** with a unanimous vote.

#### CONSTITUENT CONCERNS:

**Online Curriculum Support Processes:** Commissioners requested information regarding progress toward fulfillment of the requirements of the following ACC motion passed on May 13<sup>th</sup>, 2014:

A **motion** (1) to ask the Registrar to prepare an annual report (beginning Fall 2014) of the number of online courses and face-to-face courses taught by each college/program during the preceding year (including data on summer quarter); (2) to ask the Office of the Vice Provost for Undergraduate Education for help in providing resources and best practices for those teaching online course and publicizing their location widely; and (3) to engage in informal conversations with College curriculum committee Chairs to find out how online courses are currently developed and supported (forwarded by David Rossiter, seconded by Holly Folk) **passed** by a unanimous vote.

Representatives from the Registrar's Office stated that the requested report would be produced at the end of fall quarter, and Steve VanderStaay reported that he would provide information about resources that could be linked from the ACC website. New commissioners requested information on some of the presentations and conversations that took place in ACC about online delivery during the 2013-14 academic year, and commissioners expressed a desire to continue engaging with issues surrounding the topic.

**Meeting adjourned at 5:27 pm.**

#### ACADEMIC COORDINATING COMMISSION – ROSTER 2014-15

VOTING ATTENDEES				NON-VOTING ATTENDEES		
Faculty				Ex Officio, non-voting		
1	Mark Kuntz, <i>ACC Chair</i>	AtLg ~ Theatre and Dance	--	17	David Brunnemer, <i>Registrar</i>	P
2	Amber Bone	D ~ Music	P	18	Lisa Zuzarte, <i>Catalog Coordinator</i>	P
3	Doug Clark	A ~ Geology	P	<b>Recorder</b>		
4	Shirin Deylami	B ~ Political Science	P	20	Lizzy Ramhorst, <i>Recorder</i>	P
5	Holly Folk	C ~ Liberal Studies	--	<b>Guests</b>		
6	John Lund	Senator ~ Engineering	P	22	Marc Geisler, <i>Associate Dean, CHSS</i>	P
7	David Rossiter	G ~ Environmental Studies	P	23	KJ Jantzen, <i>Psychology</i>	P
8	Elizabeth Stephan	I ~ Wilson Library	P	24	Joann Otto, <i>Chair, Biology</i>	P
9	Stan Tag	F ~ Fairhaven	P			
10	Tracy Thorndike	H ~ Special Education	P			
11	Wendy Wilhelm	E ~ Finance & Marketing	P			
12	<b>Vacant</b>	<i>Senator on ACC</i>	--			
<b>Voting Ex Officio (total of one vote)</b>						
13	Brent Carbajal, <i>Provost and VP for Academic Affairs</i>		--			
14	Steven VanderStaay, <i>Vice Provost for Undergraduate Education</i>		P			
<b>Students</b>						
15	Jaleesa Smiley, <i>AS VP for Academic Affairs</i>		--			
16	Nathan Nguyen, <i>AS appointee</i>		P			
17	TBA, <i>AS appointee</i>		--			
<b>Voting members in attendance</b>			11			
					<b>Voting attendees</b>	10
					<b>Non-voting attendees</b>	6
					<b>TOTAL ATTENDEES</b>	17